



# Agency Benefits Coordinator Meeting

## Queries

# Queries to Run Monthly

- **TN\_BA142\_TEMP\_PRIMARY\_NID\_DEP** - This query will show you all of the dependents that have a temporary Social Security Number and the name of the employee for that dependent. If you do not have the permanent SSN, you will need to get this information from the employee.
- **TN\_BA142\_TEMP\_PRIMARY\_NID\_EMPL** - This query will show you all of your employees that have a temporary Social Security Number. If you do not have the permanent SSN, you will need to get this information from the employee.
- **TN\_BA313\_ADDRESS\_CHANGES** - Shows all the addresses that have been updated for an agency.

# **ESS and AE Queries (Descriptions and Prompts to Run)**

# TN\_BA133\_AUDIT\_OPEN\_ENRL\_ESS

Prompts	When to Run	Intended Results
Edison Employee ID: 00xxxxxx	During/After AE	This query will show all of an employee's elections made through ESS with a date/time stamp. If the employee submits the enrollment multiple times, all of the activity will show on this report.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Dependent Number
- Employee or Dependent Name
- Plan Type (Medical, Dental, Vision, etc.)
- Election (Elect or Waive)
- Plan (BCBS, Cigna, etc.)
- Description of Plan
- Coverage Code
- Annual Pledge (only for State Flex)
- Schedule ID (Open Enrollment or New Hire)
- Date and Time of Election
- Election after Submit

# TN\_BA219\_AETP\_INS\_ELECTIONS

Prompts	When to Run	Intended Results
Event Date: 01/01/YYYY	During AE	This query will show who has made changes to their health insurance during AE. It will show the old coverage and the new coverage.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Employee ID
- Benefit Record
- Name
- Benefit Program
- Plan Type (Medical, Dental, Vision, etc.)
- Coverage Begin Date
- New Benefit Plan (BCBS, MetLife, etc.)
- New Coverage Code (Single, etc.)
- Old Benefit Plan
- Old Coverage Code
- Election Source



# TN\_BA219\_NEW\_HIRE\_ESS

Prompts	When to Run	Intended Results
From Coverage Begin Date: MM/DD/YYYY To Coverage Begin Date: MM/DD/YYYY	Monthly	This query will show everyone who has not submitted an enrollment, including those who have made changes in ESS but have not submitted their enrollment. They will need to go back and submit for the changes to take effect.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Last and First Name
- Email
- Department ID
- Department Description
- Reason Not Submitted
- County

# TN\_BA219\_OE\_NOT\_SUBMITTED

Prompts	When to Run	Intended Results
Event Date: 01/01/20YY	Weekly During AE	This query will show everyone who has not submitted an enrollment, including those who have made changes in ESS but have not submitted their enrollment. They will need to go back and submit for the changes to take effect. Look for the employees with "SAVED" in the "Saved but not Submitted" column in the query.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Last and First Name
- Email
- Department ID
- Department Description
- Reason Not Submitted
- County

# TN\_BA265\_OE\_ELECTIONS\_IN\_ESS

Prompts	When to Run	Intended Results
<b>Schedule ID:</b> OEGYY - Local Government OEHHY - Higher Education OESYY - State OETYY - Local Education	During/After AE	This query is an audit of all elections made by your employees during AE. If they submit an enrollment multiple times, each enrollment they submit will show with a date and time stamp.

This information will be returned with the Header Title at the Top of the query:

- Department ID
- Employee ID
- Employee Record
- Name
- Plan Type (Medical, Dental, Vision, etc.)
- Election
- Plan (BCBS, Dental, Vision, etc.)
- Plan Description
- Coverage Code (Single, etc.)
- Annual Pledge (State Flex only)
- Schedule ID
- Date and Time of Submission
- Elect After Submission



# TN\_BA311\_ESS\_NEW\_DEPENDENTS

Prompts	When to Run	Intended Results
<b>Class:</b> <b>ALL</b> – State New Employees <b>NHE</b> – Higher Ed New Employees <b>NHR</b> - LE/LG New Employees <b>Beginning Event Date:</b> MM/DD/YYYY <b>Ending Event Date:</b> MM/DD/YYYY	<b>Monthly</b>	<b>This query will show you all new dependents that were added by the employee through ESS. This can be used for new hires or during AE.</b>

This information will be returned with the Header Title at the Top of the query:

- **Department ID**
- **Position Number**
- **Class (You selected this)**
- **Schedule ID**
- **Event Date**
- **Employee ID**
- **Employee Record**
- **Employee Name**
- **Benefit Program (GA1, GA2, TEA, etc.)**
- **Plan Type (Medical, Dental, Vision, etc.)**
- **Dependent Number**
- **Dependent Name**
- **Proof Received (Dependent Verification)**

# Questions?